

Request for Proposal for Photography Services for High School Activities/Athletics

The Petersburg School District is currently receiving proposals for photography services for high school athletics and activities for the 2025-26, 2026-27, and 2027-28 school years. A description of desired services is outlined to assist interested service providers in developing their submission.

A proposal which includes a collection of 5 sample action/sport photos and a letter of interest are due October 8th, 2025. Proposals will be reviewed by the appropriate district selection committee, and a selection will be made by Friday Oct 10th, 2025. Interested service providers may submit their proposal to Petersburg School District, P.O. Box 289, Petersburg Alaska, 99833-0289, or email to Mara Lutomski (exec@pcsd.us) or by fax to 877-526-7656.

Services Desired by the school district:

ACTION PHOTOGRAPHS

Digital submission of 15-20 quality photos per high school sport. The yearbook advisor asks for all "teams" (JV/Varsity or Boys/Girls) to be represented in the photos.

The PHS yearbook advisor will select photos per sport for inclusion in the Petersburg High School Yearbook.

The District will compensate with a stipend of \$2,000.00 per calendar year (\$6,000 Total).

There are multiple sport and activity teams/groups, which include Cross Country, Swim and Dive, Volleyball, Wrestling,, Boys Basketball, Girls Basketball, Cheerleading, Track & Field, Native Youth Olympics, and Baseball. It is not necessary for the photographer to attend every event to obtain quality photos. The desire is a set of quality photos that represent the team in action.

The District desires broad photographic coverage of students. i.e., different individuals featured in various photos.

TEAM PHOTOGRAPHS

The District desires to designate one primary photographer for team photos to be included in the Petersburg High School Yearbook. Photos will be of high quality, color, and in digital format.

In return for one quality team yearbook/Region & State photograph of each team, the District grants full access to the photographer for scheduling of team photo sessions, sales, and collection of funds for sale of photos to parents. The District grants full access to the photographer for preparation and sales of any related team items as may be ordered by parents and students (coffee mugs, key chains, etc.).

PROM PHOTOGRAPHS

The District desires 10 quality digital photos of the Prom Event.

In return for 10 quality digital photos of the Prom Event, the District provides authorized access to the school facility and sales of individual Prom photos and any related items as may be offered to students and parents. The photographer will retain all funds gained through the sale of individual Prom photos.

All photos must be accessible via web access by the District through a secure login account.

NOTICE OF AGREEMENT

The Petersburg School District has granted _____ with photography services for high school athletics and activities for the 2025-26, 2026-27, and 2027-28 school years. A description of the desired services is outlined below.

ACTION PHOTOGRAPHS

Digital submission of 15-20 quality photos per school sport. Submissions will be given to the High School Yearbook Advisor, as well as the Activities Director. The yearbook advisor will choose photos to include in the high school yearbook.

The District will compensate _____ a stipend of \$2,000/year.

There are multiple athletic and activity teams, which include Cross Country, Swim and Dive, Volleyball, Wrestling, Boys Basketball, Girls Basketball, Cheerleading, NYO, Track & Field, and Baseball. *It is not necessary for the photographer to attend every event to obtain quality photos.* The desire is a set of quality photos that represent the team in action.

The District desires broad photographic coverage of students. i.e., different individuals featured in various photos.

TEAM PHOTOGRAPHS

The District desires to designate _____ as the photographer for team photos to be included in the Petersburg High School Yearbook. Photos will be of high quality, color, and in digital format to be shared with the yearbook advisor as soon as possible after the event using the shared Google Drive folder. The photographer will schedule the team photo with the head coach

In return for one quality team yearbook/Region & State photograph of each team, the District grants full access to the photographer for scheduling of team photo sessions, sales, and collection of funds for sale of photos to parents. The District grants full access to the photographer for preparation and sales of any related team items as may be ordered by parents and students (coffee mugs, key chains, etc.).

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All photos must be accessible via web access by the District through a secure login account.

Signature of Designee

Date

High School Principal Signature

Date

Superintendent Signature

Date